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14 January 1969

MEMORANDUM TO: Chairman, CIA Records Management Board

SUBJECT : Report of Records Management Activity in DDS Area,
Period 10 September through 31 December 1968.

1. This paper will serve as a summary of the Records Management activity in the DDS Directorate for period 10 September through 31 December 1968. Detailed information pertaining to Purge progress and other Records Management progress accomplishments will be found in the individual office reports (copies attached).
2. Although emphasis has been placed on Purge action it is interesting to note the favorable effect that this Purge has made in triggering action in other facets of the total Records Management Program.
3. During this reporting period, as a result of continued screening of retired records and the approved revisions of Records Control Schedules, DDS components have authorized the destruction of 1,004 cubic feet of records. This screening activity also resulted in the transfer of 139 cubic feet of retired records to the Department of Defense, the permanent return of 13 cubic feet to the depositing office, transfer of 49 cubic feet to another agency directorate office, and the transfer of 1 cubic foot into the Agency Archives.
4. At the time of this reporting over 150 cubic feet of records have been returned to DDS offices and are being screened.
5. In addition to the above additional Records Management accomplishments were made. The more significant of these, many of which could assist in the present Purge, and very assuredly alleviate future Records Center space problems follow:
 - a. The development and implementation of a specialized File System Handbook in one office.
 - b. The conducting of a Reports Survey by one office
 - c. The drafting of a Handbook for the writing of an Office History.

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- d. A file clean-up campaign in one office that, although incomplete, has resulted in the destruction of 430 cubic feet of records.
- e. Review and revision of Records Control Schedules continues. Four offices have made substantial revisions to their schedules.
- f. Two offices have started detailed surveys of their record keeping systems, considering the use of microminiaturization.
- g. One office, through the process of screening records prior to retirement to the Records Center, has reduced the volume of records to be retired by 50%.
- h. All DDS Offices surveyed their need for cable reference service. The results obtained from each DDS component will assist the Cable Secretariat in affixing a realistic retention period for cables as well as determining the media (hard copy or microfilm) for maintenance and storage.
- i. The DDS area was instrumental in pursuing the current status of the Bureau of Standards report on Microscopic Blemishes on microfilm. This led to an inquiry of the Archivist of the United States who in turn notified Mr. Bannerman that the report should be provided us by March 1969. It is expected that the guidelines contained in this report will lift the present hold on microfilm and permit us to substitute film for permanent paper copy. This should make a very significant contribution in the reduction of requirements for records storage space in the Records Center.

6. I am happy to say that in my frequent discussions with Records Officers I have found that they are convinced of the important part that good files maintenance plays in the orderly retirement of files. The use of logical and uniform file systems, coupled with the establishment and implementation of effective records retirement schedules, will greatly relieve space problems in the Records Center.

7. At the time of this writing there are several studies underway that when completed (next 30 to 60 days) should permit the reduction of storage space required for DDS retired records.

8. There are several items that we must accomplish as soon as practical. They are as follows:

- a. The appointment of Records Officers in the Office of Finance and the Office of Training.

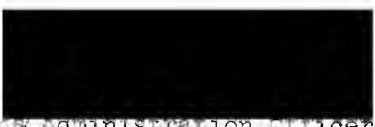
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- b. The conducting of workshops on several aspects of Records Management.
- c. The enforcement of more thorough screening of records, both awaiting retirement and those already retired.
- d. The establishment of better communication between the Responsible Officer, Records Officer and Historian. Too many old records are awaiting evaluation by the office historian.
- e. The development and issuance of a guidance sheet enumerating the responsibilities of Records Officers should be considered by the Agency Records Board.
- f. The consideration of using compacting type of motorized shelving in the Records Center. The cost could possibly be justified by the space savings realized immediately plus its ability to provide urgently needed space for emergency operations.
- g. The conducting of a survey to determine the feasibility of reboxing retired records to eliminate wasted space at the Records Center. It is possible that partially filled boxes are numerous enough to waste considerable valuable space.
- h. The establishment and assignment of office of record responsibility for specific file series. Two cases in point, Contract Personnel and Contract (Logistical Research and Development type). This assignment of responsibility should ensure availability of adequate and documented information for which we are legally responsible to maintain, as well as accelerate the destruction of extra or reference copies.

9. The above are only a few of the projects we hope will mature in the next quarter. We will naturally explore new ideas as they are developed and implement appropriate action.

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DDS Records Administration Officer

Attachment:

Copies of DDS Component Reports

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